INSTRUCTIONS FOR CPPS SECURITY FORM

YOU MUST COMPLETE THE STATEMENT OF COMPLIANCE IN ***ORDER TO RECEIVE SYSTEM ACCESS***

(1) **ORG ID FOR CPPS:**
For CPPS this is your payroll ORG-ID. If you need access to more than one ORG, you need to list all the required ORG ID's here.

(2) **GGCC SIGNON**:
This is the user Id you were assigned for access into GGCC. **Your form cannot be processed without this user id**

(3) **SPECIAL OPERATOR ID YOU WANT TO USE**
If you would like to sign into the system using something other that your "GGCC SIGNON" tell us here.
I.e.: AAABrenda or TAADiane or   HAAMotz

(4) **CHECK ONLY ONE SO THAT WE CAN DETERMINE YOUR ACCESS NEEDS.**

(5) **CHECK ONLY ONE SO THAT WE CAN DETERMINE YOUR ACCESS NEEDS.**

(6) **CHECK IF YOU WAN TO REVIEW HISTORY**

(7) **CHECK ONLY ONE SO THAT WE CAN DETERMINE YOUR ACCESS NEEDS.**
* If requesting all three functions, the Security Access Request form needs to be accompanied by a written request for an exception, including rationale as to why the agency cannot perform tasks in any other way. Any exceptions are approved and granted by the State Controller.

(8) **EMPLOYEE NAME:** This is your name as it appears in the system.

(9) **EMPLOYEE'S WORK PHONE NO:** Work phone where the employee may be reached.

(10) **EMPLOYEE SS#:** Enter your social security number here.

(11) **EMPLOYEE'S E-MAIL ADDRESS**

(12) **AGENCY APPROVAL:** Please have the form signed by the Agency Controller.

(13) **PRINTED NAME:** Please print the name of the approving authority.

(14) **TELEPHONE NUMBER:** Work telephone number where approving authority can be reached.

(15) **FAX #:** Where can we send a copy of the completed security form.

(16) **DATE:** Date signed by approving authority.

SECURITY TIPS FOR CPPS

If you get a security error, look at the first 3 letters in the error message. If it starts with TSS, that is a Top Secret Security error and you need to contact your Top Secret Security Administrator.

If you get an error while in CPPS, contact Yafa Napadensky (303) 866-3810, Brenda Shelinbarger (303) 866-5806, Kurtis Karger (303) 866-5805 or Justin Brooks (303) 866-3725. When changing your password in CPPS, remember to use the space bar after your new password to clean out any characters that may belong to your old password. When CPPS prompts you to change your password, it would be a good idea to change your other passwords at the same time and keep your passwords on the same 30-day cycle.

When you get the CPPS message "Requested record in use", enter transaction ???? and press enter.

NOTE: The EMPL/ADS Security form may be found at: http://www.state.co.us/dhr/pubs/docs/empl/security.pdf and faxed to (303) 866-2122 after completing the form.

DoIT Helpdesk Phone numbers (303) 239-4357 or Toll Free (877) 632-2487